

**VENDOR SELECTION  
GUIDELINES**

**FOR**

**SERVICE CONTRACTS**

**FOR**

**MIDOT**

**October 2004**

Revision Date: 1/20/05

## **GENERAL INFORMATION**

### **I. BACKGROUND**

The Michigan Department of Transportation (MDOT) uses a Qualification Based Selection (QBS) process for services covered by the Brooks Act and a qualification review and low bid process for the services not covered by the Brooks Act. Requests for proposals for all services greater than \$25,000 will be made on MDOT's web pages.

Brooks Act services are defined as "professional services of an architectural or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services as described in this paragraph; professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and such other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services."

Some services, whether Brooks Act or low bid, will require a vendor to be prequalified to be eligible to participate in the selection. For these services, the request for proposal will clearly state what prequalification classification(s) is required. To become prequalified, a vendor must submit an application to MDOT's Contract Services Division. Information on what services MDOT prequalifies for and how to become prequalified, locate the prequalification application under "Doing Business with MDOT" ([http://www.michigan.gov/mdot/1,1607,7-151-9623\\_10693\\_10736\\_11280-34068--\\_00.html](http://www.michigan.gov/mdot/1,1607,7-151-9623_10693_10736_11280-34068--_00.html)).

If prequalification is not required, all vendors who feel they are qualified to perform the service may submit a proposal. To assure a complete vendor pool, the Department will advertise these services in newspapers, periodicals or other methods in addition to placing information on the MDOT website.

In the past, the Department used different selection processes depending on the type of contract. This guideline defines the type of request for proposal based on the estimated cost of the service; the type of contract or authorization does not affect the selection process.

The following are the four selection processes used by the Department. This document covers the procedures for each selection process:

1. QBS selection based on proposals only. The estimated cost of the service will be between \$25,000 and \$2.5 million.
2. QBS selection based on proposals, Technical proposals and presentations. This is for QBS services that are over \$2.5 million; where stated in the request for proposal; or when a clear decision cannot be made based on No. 1.
3. Review of qualifications (usually as provided in the proposal) and then selection based on low bids. This is for all services not covered by the Brooks Act.
4. For services where the estimated cost is less than \$25,000, the Department will contact three vendors and select the most qualified for QBS-based and for non-QBS, select the lowest bid of the three vendors. If the service requires prequalification, only prequalified vendors will be contacted.

The department goal is to advertise most services on a quarterly basis. Some services will be advertised more frequently. The vendor is responsible to review the website for availability of services.

## **II. PROCESS STEPS FOR SERVICES LESS THAN \$25,000.**

NOTE: Services under \$25,000 cannot be amended to exceed \$25,000. Services that exceed \$25,000 cannot be broken down into smaller components merely to permit the use of this selection process.

1. The MDOT Project Manager will review the prequalification list and contact three vendors by phone or email about the availability of the service. If the service does not require prequalification, the PM will contact at least three vendors that can provide the service.
2. The PM will negotiate with the most qualified vendor if the selection is QBS. If the selection is low bid, the PM will get a bid from each vendor and select the lowest bid. When negotiation or low bids are completed, the PM will send the selection information to the MDOT Contract Administrator.
3. MDOT will contract with the selected vendor.

## **III. PROCESS STEPS FOR SERVICES OVER \$25,000**

1. A selection team will be assembled for each service. MDOT will post requests for proposals with scopes of work on the web. The request for proposal will identify the prequalification classifications required for the service and the DBE percentage goal. If this is a service that does not require prequalification, an additional advertisement will be made in newspapers, periodicals, or additional websites.
2. Interested vendors should submit a proposal in accordance with the guidance provided in this document by the deadline date indicated. The vendors should not incur significant costs developing information for this submittal. Scoring and selection will not be based on the appearance of the submitted package,

but on an evaluation of the vendor's knowledge and experience in the specialty area(s). See Exhibit F for the maximum pages allowed in the proposals not including resumes.

3. The selection team will evaluate the vendor's qualifications in accordance with the criteria described in these guides and in the request for proposal.
  - a. If the selection is classified as a QBS where presentations are not required, then the selection team will determine the most qualified vendor from the information in the proposals. If the most qualified cannot be determined based on the scoring of the proposals, a presentation will be held with the most qualified vendors. Negotiations will proceed with the most qualified vendor. If negotiations with the most qualified vendor are not successful then negotiations will proceed with the next most qualified vendor and so on until negotiations are successful.
  - b. If the selection is classified as QBS where presentations are required, generally at least three of the most qualified vendors will provide a technical proposal and give a presentation. The selection team reevaluates the proposals, and evaluates the technical proposals and presentations and scores the vendors. Negotiations proceed with the most qualified vendor as described in (a).
  - c. If the selection is to be based on a low bid, the selection team will determine the most qualified vendors. Generally, at least three vendors will be determined to be qualified to provide the service. The selection team will then open the bids of the vendors who are determined to be qualified. The vendor with the lowest acceptable bid will be selected for contracting.
  - d. If the department only receives one proposal on a request for proposal, it is classified as QBS, is estimated to be over \$100,000, and uses Federal Highway Administration funds, FHWA approval will be required before proceeding to negotiate and contract with the one vendor. The selection team will determine if the proposal is acceptable prior to seeking FHWA approval.
4. All selections will be reviewed by an MDOT central selection review team prior to final selection determination.
5. MDOT will contract with the vendor who is selected in 3 and approved in 4. This contract may be an authorization or regular contract. If any problems occur during the contracting process that do not allow MDOT to contract with the selected vendor, the next qualified vendor based on QBS or low bid will be considered for selection.
6. A notification will be placed on the web indicating which vendor was selected for contracting.

#### **IV. INSTRUCTIONS FOR SENDING IN PROPOSALS AND TECHNICAL PROPOSALS (IF REQUESTED)**

Unless otherwise stated in the request for proposal, vendors must submit three (3) copies of the proposal or Technical Proposals to the stated MDOT project manager by the date and time stated. MDOT will date/time stamp or log the proposals or Technical Proposals as received. Vendors must also submit one unbound copy to the stated MDOT Contract Administrator within three business days following the due date specified in the request for proposal.

Vendors mailing proposals or Technical Proposals should allow ample mail delivery time to ensure timely receipt of their proposals or Technical proposals. Proposals or Technical Proposals arriving after the response date and time will be disqualified from the selection process. Registered mail is suggested to avoid this possibility. All solicited vendors will be notified if there is a change in the due date, time, or location. Proposals or Technical Proposals that are not submitted in accordance with these guidelines will not be considered as part of the selection.

All proposals or Technical Proposals must comply with the following:

1. Proposals and Technical Proposals are to be organized according to the outline as defined in "INFORMATION REQUIRED" part of these guides.
2. Most pages should be 8 ½ X 11 inches.
3. Font must be a minimum of 12 point.
4. Pages must be numbered continuously throughout, and in the format of "Page 1 of \_\_\_\_\_".
5. Staple proposals or Technical Proposals in the upper left hand corner or provide binders.
6. Sections can be tabbed and numbered.
7. Graphics will be allowed within established page limits.
8. All proposals must comply with page limits as indicated in Exhibit F, unless otherwise specified in the RFP.

#### **V. INSTRUCTIONS FOR SUBMITTING BIDS (ON LOW BID REQUEST FOR PROPOSALS)**

For services where selection will be based on the lowest bid, in addition to the above proposal, submit your bid in a separate sealed envelop. This envelop should be clearly marked "SEALED BID". Only vendors determined to meet the qualifications will have their bids open. All other bids will be returned to vendors still sealed. The items on which the vendors will be bidding will be provided in the request for proposal. The request for proposal will also provide details on how to sign the bid and document your bids.

## VI. INQUIRIES & GENERAL INFORMATION

All questions regarding the scope of work in the request for proposal must be submitted by e-mail to the MDOT project manager. Questions shall be directed to the project manager a minimum of three business days prior to the date and time that the proposal is due. All such questions and their answers will be placed on the MDOT web as soon as possible after receipt of the questions. The names of the vendors submitting questions will not be disclosed. **The employees of the proposing vendors must not contact any MDOT staff, including members of the selection team for this service, other than the MDOT project manager, or their designee to obtain information on this service. Such contact shall result in disqualification.**

a. **Addenda to RFP**

If it becomes necessary to revise any part of the RFP, addenda will be posted on the MDOT website.

b. **News Releases**

Any news release(s) pertaining to this RFP or the services, study, data, or project to which it relates will not be made without prior written MDOT approval, and then only in accordance with the explicit written instructions from MDOT.

c. **Disclosure**

All information in a consultant's proposal and any contract resulting from this RFP is subject to disclosure under the provisions of the "Freedom of Information Act," 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

The vendor may contact MDOT contract administration staff at any time with questions concerning the selection and/or contracting process.

## VII. WHEN PREQUALIFICATION CLASSIFICATIONS ARE REQUIRED

Vendors must be prequalified in the services they provide.

The request for proposal will state if prequalification is required to perform the service. The request for proposal will also state the primary (main) prequalification classification covered and any secondary prequalification that may be required.

a. Primary Prequalification Classification

The prime vendor must be prequalified in all classifications listed.

b. Secondary Prequalification Classification

The service team must have a member vendor prequalified in each of these classifications. The requirement may be met by either the prime vendor or a sub vendor(s).

If the vendors do not meet these prequalification requirements, the proposal will be rejected. The prequalification requirements for a service should remain unchanged throughout the selection process. In the event that the requirements do change, the information will be provided to the vendors.

## **VIII. STRUCTURE OF THE SERVICE TEAM**

The prime vendor is responsible for the successful completion of the service and is expected to perform at least forty percent (40%) of the services, by dollar value, not including direct costs, required on the service. Any exception to this must be approved by the Chief Administrative or Chief Operations Officer.

## **IX. REJECTION OF SUBMITTALS**

MDOT reserves the right to reject any and all proposals, technical proposals and/or bids received as a result of any request for proposal. MDOT will not pay for the information solicited or obtained as a result of a vendor's response to any request for proposal.

MDOT will reject any proposal, technical proposal or bid that is not in complete compliance with the instructions in this guidance document. Whenever a request for proposal lists prequalification classifications, the service team must have a member (prime vendor or sub vendor) that is prequalified in each classification listed. If any required classification is not covered by one of the vendors on the service team, that team's proposal will be rejected by MDOT as non-responsive.

MDOT reserves the right to reject any proposal where it is determined by MDOT that a conflict of interest exists.

## **X. ACCEPTANCE OF PROPOSAL CONTENT**

The content of a proposal, technical proposal and bid will become contractual obligations. Failure of the successful proposer to accept these obligations may result in cancellation of the contract.

## **INFORMATION REQUIRED IN PROPOSALS (The proposal must follow the format outlined below.)**

### **A. GENERAL INFORMATION**

The first section of the proposal shall provide the following general information. This section should not be numbered and will not be a basis of scoring. Information provided will determine if the vendor is eligible to submit the proposal. In the event that the vendor includes sub vendors as a part of its service team, all information requested must be provided for those sub vendors within the same sections.

## **IDENTIFICATION OF PRIME AND SUB VENDORS**

- a. Name of prime vendor submitting proposal (this is the vendor that the Department will contract with).
- b. Name, address, telephone and fax numbers, and email address of the prime and sub vendors, including a responsible contact person.
- c. Federal Identification number of the prime and sub vendors.
- d. For each required prequalification classification, state which vendor has the required prequalification.
- e. Approved negotiator for the prime vendor.

In addition, this information is required for all branch offices or other subordinate elements that will perform or assist in performing the services. Indicate whether the vendors operate as individuals, partnerships, or corporations. If a vendor is a corporation, include the state in which the vendor is incorporated. State whether vendors are licensed to operate in the State of Michigan and whether they are certified as a Disadvantaged, Minority, or Women Business Enterprise (DBE) by MDOT.

Some services require that the vendor's project manager/team leader and/or support personnel meet minimum licensing and/or certification requirements. For those services, state which personnel are being provided to meet these requirements.

## **OTHER INTERESTS (CONFLICT OF INTEREST)**

Describe any other interests or connections that the prime or sub vendors have had or will have with this service. This would include any activity, contract or business relationship that any of the vendors on the service team have with any city, township, village, county, company, governmental agency, community, steering committee or selection team, any of which are related to this service.

For each vendor on the service team that does not have any past or current interest or connection with this service, a statement attesting to that fact must be provided.

NOTE: MDOT considers it a conflict of interest for a vendor to represent more than one party in relation to any given project regardless of which phases of the service are involved. Conflict of interest includes a proposal for a vendor to perform services for MDOT and the construction contractor on the same construction project.

## **OTHER REQUEST FOR PROPOSAL EFFORTS**

Provide a list of other services that key vendor and sub vendor team members are being proposed on and the status of the request for proposal. These shall include request for proposal for service from MDOT or other potential clients. This is not required for services under \$100,000.



## **DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

Each request for proposal will state the minimum goal for DBE participation. For some services, this goal will be zero. Provide a description of how your submittal meets the goal and your firm's commitment to maintain the percentage throughout the course of the contract including any future amendments. Waivers to this commitment must have OEO approval.

## **B. QUALIFICATION SECTION**

The second section is the information that will be used to score the qualifications of each vendor's proposal. The section numbering correlates to the score sheet. Therefore, the vendors should format their proposals to match the outline provided.

### **1. UNDERSTANDING OF SERVICE AND INNOVATIONS**

Describe your understanding of the service and/or innovations you intend to propose. Innovations may not be required for services that are less than \$500,000. This information is to be based on the scope of services.

You may also include any work item that you believe should be added to the scope of services, or any work item that is in the current scope of services which you believe should be altered. Describe the benefit to the service, the increase/decrease in hours and the increase/decrease to the cost of construction due to the revision to this work item.

This section is limited to two (2) pages for services that are estimated to be less than \$500,000 and up to ten (10) pages for services greater than \$500,000. For services less than \$100,000, this section should be less than one page, unless otherwise indicated in Exhibit F.

### **2. ORGANIZATION OF SERVICE TEAM & KEY PERSONNEL**

#### **2a.) ORGANIZATION CHART**

Provide an organization chart of your service team including sub vendor(s). This chart must include the names of the key personnel selected for this service, their roles on the service, the name of the vendor with which they are employed, and lines of communication. The request for proposal may include a list of required key personnel for this service. The organization chart should show the personnel who meet these requirements. Also, indicate the people who will be points of contact with the MDOT project manager.

This organization chart is limited to one page (8 ½ X 11) for services that are estimated to be less than \$500,000 and up to two (2) pages (or 11 X 17) for services greater than \$500,000, if needed, unless otherwise indicated in Exhibit F.

## **2b.) STRUCTURE OF PROJECT TEAM (PERSONNEL AND ROLES)**

Describe the structure of the project team including the roles of all key personnel and sub vendors. For each sub vendor, describe role in service and include what percent of the named role that the sub vendor is expected to provide.

The vendor is contractually obligated to supply the key personnel proposed for this service. This includes maintaining them at the capacity level proposed. Any change in key personnel or their capacity level must have written approval of the Department.

Provide a communication plan of how the service team will communicate services information and resolve issues.

For services less than \$100,000, this section is limited to one (1) page. This section is limited to two (2) pages for services that are estimated to be greater than \$100,000 and less than \$500,000 and up to three (3) pages for services greater than \$500,000, unless otherwise indicated in Exhibit F.

## **3. STAFF SERVICE EXPERIENCE**

### **3a) KEY STAFF RESUMES**

Provide resumes for each of the key staff of the prime and sub vendors stated in section 2. The format shown in Exhibit A can be used for reference. In addition to general resume information, the following information should be provided for service experience that is similar to the service being solicited:

1. General description of the service.
2. Role of person in the service.
3. Service budget.
4. Year service was completed.
5. Name of client (agency or company).
6. Role of vendors in the service (It is not required that the submitting vendors have a role.)
7. Name and phone number of person to contact for client.
8. If the service is a service related to a construction project, provide the following:
  - a. Route name
  - b. Limits of construction
  - c. The construction budget
  - d. General description of type of construction

This section is limited to two (2) pages per key staff member, unless otherwise indicated in Exhibit F.

### **3b) SERVICE (PROJECT) RESUMES FOR SERVICES OVER \$2.5 MILLION**

A vendor can provide, in addition to staff resumes described above, a listing of service experience of key members of the proposed team. This section is limited to a maximum of five services (projects) and up to five services (projects) for the sub vendors and only one page per service (project). Graphics are allowed within the page limits, unless otherwise indicated in Exhibit F.

### **4. REFERENCES/PAST PERFORMANCE**

MDOT will review relevant performance evaluations for prime and sub vendors that are being proposed. If the vendor has not previously worked for MDOT or has only had a few services opportunities that have been evaluated, this area can be used to provide other references for the selection team to contact. These would be in addition to those provided in the resumes in section 3.

This section is not required, but if reported for services between \$25,000 and \$100,000, limited to one (1) page; for services between \$100,000 and \$500,000, limited to one (1) page; and for services greater than \$500,000, limited to two (2) pages, unless otherwise indicated in Exhibit F. Vendors are not required to submit prior evaluations with proposals, but should be aware that MDOT is checking prior evaluations.

### **5. CAPACITY**

List any other services to which the proposed key personnel from Section 4 are currently obligated, or any service the vendor anticipates a key person's effort will be obligated during the performance of this service. State any service the vendor anticipates offering these key personnel during the performance of this service. This includes any work for which the vendor has been selected, but for which a contract/authorization has not yet been executed. Further, this must include work for all clients, not just MDOT. This information is to be formatted in accordance with Exhibit B.

If the vendor is selected for this service, you must obtain written approval from the Department for any changes in the role key personnel throughout the delivery of the service.

There is no page limit to this section. All work commitments must be listed.

### **6. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) PLAN**

Outline your vendor's QA/QC plan for this service. Include background information of your selected QA/QC manager for this service. The person performing the quality control review must have extensive experience with MDOT standards and practices.

This section is limited to one (1) page, not including any checklist provided. For services under \$500,000, this is not required unless stated in the request for proposal, unless otherwise indicated in Exhibit F.

## **7. LOCATION**

Location will ONLY be a factor on services where vendor personnel are expected to be on site for the majority of the service (on site inspection, survey work, etc.). This will be indicated in the request for proposal. For those services, provide the location of the office(s) and key staff and where the service work will be managed/coordinated. If the work will be performed at various locations, provide this information.

## **8. SAFETY PROGRAM**

For some services, a safety program is a factor in selection. This will be indicated in the request for proposal. For those services, provide an outline of your vendor's safety program for the service, as appropriate. This section is limited to one (1) page, unless otherwise indicated in Exhibit F.

## **INFORMATION REQUIRED IN TECHNICAL PROPOSALS (AS PART OF PRESENTATIONS)**

If notified by the selection team that you are one of the shortlisted vendors, you may be required to provide a Technical Proposal and do a presentation. The Technical Proposal must follow the format outlined below. There is no limit to the number of pages that can be provided. The Technical Proposal requires expansion of four areas of the proposal. The section numbers below correlate to the sections of the proposals. Final evaluation will be based on the proposal, technical proposal and presentation as it relates to each section.

## **GENERAL INFORMATION**

In the first section provide any and all changes from the information that was provided in the proposals. The selection team must determine if the changes in the information are material enough to change the ranking of the vendors based on the proposals. This determination from the selection team will be required to be made any time the change occurs. **NOTE: the following numbers are the same as the sections of the proposal.** There are no page limits in the technical proposals.

### **1. UNDERSTANDING OF SERVICES AND INNOVATIONS**

- 1a.** Provide an expanded work plan.
- 1b.** Provide any innovations in implementing the service that may be proposed.

**2a. ORGANIZATION OF TEAM**

Provide how you will effectively and efficiently use your staff to assure a quality product at a reasonable price. Provide a communication plan that shows lines of communication.

**2b. STRUCTURE OF PROJECT TEAM (PERSONNEL AND ROLES)**

Provide a schedule showing how you plan to complete the service on time. This can be described and shown graphically.

**2c.** Provide a communication plan that shows how service information and issues are communicated and resolved.

**6. QUALITY ASSURANCE/QUALITY CONTROL PLAN**

Describe in detail how you will implement a QA/QC program for this service. Designate who will be responsible for your QA/QC program.

## Exhibit A

### Staff Education and Experience Report

EMPLOYEE NAME

TITLE	
THIS SERVICE	ROLE ON

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COMPANY NAME

## YEARS OF EXPERIENCE

	_____ with company _____ with other vendors
--	---------------------------------------------

EDUCATION: degree, year, school (inc. city and state of school)

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## LICENSES AND REGISTRATIONS

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## Specific Experience

MONTHS/ YEARS	SERVICE I.D.	ROLE & SERVICE DESCRIPTION
<i>(enter as mo/yr to mo/yr)</i>		<ol style="list-style-type: none"> <li>1. General description of the service.</li> <li>2. Role of person in the service.</li> <li>3. Service budget.</li> <li>4. Year service was completed.</li> <li>5. Name of client (agency or company).</li> <li>6. Role of vendors in the service (It is not required that the submitting vendors have a role.)</li> <li>7. Name and phone number of person to contact for client.</li> <li>8. If the service is an service related to a construction project, provide the following:               <ol style="list-style-type: none"> <li>e. Route name</li> <li>f. Limits of construction</li> <li>g. The construction budget</li> <li>h. General description of type of construction</li> </ol> </li> </ol> <p>This section is limited to two (2) pages per key staff member.</p>


(continue as needed)

## Exhibit B

### Schedule of Assignments and Commitment of Hours for Key Personnel

EMPLOYEE NAME

Commitment of hours for this employee for all current assignments other than this service.							
Description of Other Assignments	1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	5 <sup>th</sup> Month	*6 <sup>th</sup> Month	Total
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
Monthly totals for other assignments							
Hours available/planned for this service**							
TOTAL HOURS***							

\*For services exceeding six months, provide information for entire length of service if requested in request for proposal

\*\*This must be resubmitted and approved by the Department if Key Personnel commitment changes available hours for service.

\*\*\*Total of hours committed to other service assignments and the hours committed to this service.



## Exhibit C

### Proposal Selection Criteria

**for services covered by Brooks Act with no presentation (must be < \$2.5 million)**

The selection team will complete one consensus score sheet per vendor. This score sheet will be used to score proposals when a presentation is not required. This is not to be used for low bid.

For services where any item below is not required in the request for proposal; that item should be rated at full points for all vendors.

\_\_\_\_\_ Vendor(s) do not appear to have any conflicts of interest concerning this service.

\_\_\_\_\_ Vendor has met DBE goal or has approved waiver.

**\*\*\*ALL VENDORS MUST BE SCORED \*\*\***

Service: Prime Vendor Name:	Total Possible	Rater's Score
<b>1a. Understanding of Service</b> <b>20 points</b> – Exceeds expectations in understanding. <b>10 points</b> – Narrative meets expectations for understanding. <b>1 point</b> – Minimal information was provided. <b>REMARKS:</b>	20	
<b>1b. Understanding of Innovations (OPTIONAL) –</b> <b>10 points</b> – Provided innovations that are usable and may save time and money. <b>5 points</b> – Some innovations were proposed, probably not usable. <b>1 point</b> – Minimal information was provided. <b>REMARKS:</b>	10	
<b>2. Organization of Team –</b> <b>10 points</b> – Proposed organization exceeds expectations in use of personnel and expertise. Description of Communication plan is excellent. <b>5 points</b> – Provides adequate personnel with appropriate responsibilities (right people doing right work). Description of Communication plan seems adequate <b>1 point</b> – Organization of team is not efficient (appears costly) and not effective (insufficient expertise or inappropriate expertise). Description of Communication plan is poor. <b>REMARKS:</b>	10	

<p><b>3a. Qualifications of Team Leader –</b>  <b>20 points</b> – greater than 5 recent years of experience with excellent directly related service experience (greater than 5 service activities)  <b>15 points</b> – greater than 5 recent years of experience with good and numerous service experience.  <b>10 points</b> – five years of service experience with good related service experience (one or two service activities)  <b>5 points</b> – five years of experience with no or poorly related service experience.  <b>1 point</b> – less than 5 years experience  <b>REMARKS:</b></p>	20	
<p><b>3b. Qualifications of Remaining key prime vendor and sub vendor staff –</b> key sub vendor staff should be scored in role proposed without consideration for who they work for. If no key leads or key staff not in lead, assign points to other so that total still is 20 points.  <b>Leads in service work –</b>  <b>10 points</b> – amount and type of experience exceeds expectations  <b>5 points</b> – amount and type of experience meets expectations  <b>Staff not in lead roles –</b>  <b>10 points</b> - amount and type of experience exceeds expectations  <b>5 points</b> – amount and type of experience meets expectations  <b>REMARKS:</b></p>	20	
<p><b>4. Past Performance –</b> take into consideration performance evaluation done by MDOT and any references offered by vendor  <b>20 points</b> – consistently receives excellent performance evaluations and references  <b>15 points</b> - usually receives good to excellent performance evaluations and references  <b>10 points</b> – usually receives good performance evaluations and references  <b>5 points</b> – demonstrates a pattern of average to poor performance evaluations or references  <b>1 points</b> – has unacceptable performance evaluations or references  <b>REMARKS:</b></p>	20	

<b>5. Capacity –</b> <b>10 points</b> – no apparent conflict in hours or scheduling <b>5 points</b> – it appears there some conflicts in capacity may arise <b>1 point</b> – provided team is too committed to other work to be properly available for this service <b>REMARKS:</b>	10	
<b>6. QA/QC Process – (if applicable)</b> <b>10 points</b> – QA/QC process relates directly to service type with demonstrated checklists and defines error recognition and action <b>5 points</b> – adequate general QA/QC program for firm but not specifically related to the service <b>1 point</b> – a statement is provided but nothing is given specifically to service <b>REMARKS:</b>	10	
<b>7. Location (if applicable) –</b> <b>10 points</b> – within 30 miles of service location <b>5 points</b> – within 120 miles of service location <b>1 point</b> – greater than 240 miles of service location <b>REMARKS:</b>	10	
<b>8. Safety Program (if applicable) –</b> <b>5 points</b> – clearly defined operational safety program including description of how safety program relates to service <b>1 point</b> – general safety program is stated by nothing is given specifically to service <b>REMARKS:</b>	5	
<b>Maximum Total Points</b>	135	

Selection Team Names \_\_\_\_\_

Selection Team members signatures \_\_\_\_\_ Date \_\_\_\_\_

## Exhibit D

### Proposal shortlisting selection Criteria for services that require a presentation or low bid services

The selection team will complete one consensus score sheet per vendor.

\_\_\_\_\_ Vendor(s) do not appear to have any conflicts of interest concerning this service.

\_\_\_\_\_ Vendor has met DBE goal or has approved waiver.

**\*\*\*ALL VENDORS MUST BE SCORED \*\*\***

Service: Prime Vendor Name:	Total Possible	Rater's Score
<b>1. Understanding of Service and/or innovations –</b> <b>20 points</b> – Exceeds expectations in understanding. <b>10 points</b> – Narrative meets expectations for understanding. <b>1 point</b> – Minimal information was provided. <b>REMARKS:</b>	20	
<b>2. Organization of Team –</b> <b>15 points</b> – Proposed organization exceeds expectations in use of personnel and expertise. Description of Communication plan is excellent. <b>8 points</b> – Provides adequate personnel with appropriate responsibilities (right people doing right work). Description of Communication plan seems adequate. <b>1 point</b> – Organization of team is not efficient (appears costly) and not effective (insufficient expertise or inappropriate expertise). Description of Communication plan is poor. <b>REMARKS:</b>	15	

<p><b>3a. Qualifications of Team Leader –</b>  <b>20 points</b> – greater than 5 recent years of experience with excellent directly related service experience (greater than 5 service activities)  <b>15 points</b> – greater than 5 recent years of experience with good and numerous service experience.  <b>10 points</b> – five years of service experience with good related service experience (one or two service activities)  <b>5 points</b> – five years of experience with no or poorly related service experience.  <b>1 point</b> – less than 5 years experience  <b>REMARKS:</b></p>	20	
<p><b>3b. Qualifications of Remaining key prime vendor and sub vendor staff –</b> key sub vendor staff should be scored in role proposed without consideration for who they work for. If no key leads or key staff not in lead, assign points to other so that total still is 20 points.  <b>Leads in service work –</b>  <b>15 points</b> – amount and type of experience exceeds expectations  <b>8 points</b> – amount and type of experience meets expectations  <b>Staff not in lead roles –</b>  <b>15 points</b> - amount and type of experience exceeds expectations  <b>8 points</b> – amount and type of experience meets expectations  <b>REMARKS:</b></p>	30	
<p><b>4. Past Performance –</b> take into consideration performance evaluation done by MDOT and any references offered by vendor  <b>20 points</b> – consistently receives excellent performance evaluations and references  <b>15 points</b> - usually receives good to excellent performance evaluations and references  <b>10 points</b> – usually receives good performance evaluations and references  <b>5 points</b> – demonstrates a pattern of average to poor performance evaluations or references  <b>1 points</b> – has unacceptable performance evaluations or references  <b>REMARKS:</b></p>	20	

<b>5. Capacity –</b> <b>10 points</b> – no apparent conflict in hours or scheduling <b>5 points</b> – it appears there some conflicts in capacity may arise <b>1 point</b> – provided team is too committed to other work to be properly available for this service <b>REMARKS:</b>	10	
<b>6. QA/QC Process –</b> <b>10 points</b> – QA/QC process relates directly to service type with demonstrated checklists and defines error recognition and action <b>5 points</b> – adequate general QA/QC program for firm but not specifically related to the service <b>1 point</b> – a statement is provided but nothing is given specifically to service <b>REMARKS:</b>	10	
<b>7. Location (if applicable) –</b> <b>10 points</b> – within 30 miles of service location <b>5 points</b> – within 120 miles of service location <b>1 point</b> – greater than 240 miles of service location <b>REMARKS:</b>	10	
<b>8. Safety Program (if applicable) –</b> <b>5 points</b> – clearly defined operational safety program including description of how safety program relates to service <b>1 point</b> – general safety program is stated by nothing is given specifically to service <b>REMARKS:</b>	5	
<b>Maximum Total Points</b>	140	

Selection Team Names \_\_\_\_\_

Selection Team members signatures \_\_\_\_\_ Date \_\_\_\_\_

## Exhibit E

### Final evaluation based on Proposal, Technical Proposal and the Presentation Selection Criteria for services that included presentations

The selection team will complete one consensus score sheet per vendor. The final score will be based on how presentation effects previous scoring.

\_\_\_\_ Vendor(s) do not appear to have any conflicts of interest concerning this service.

\_\_\_\_ Vendor has met DBE goal or has approved waiver.

**\*\*\*ALL VENDORS MUST BE SCORED \*\*\***

Service: Prime Vendor Name:	Total Possible	Score from First Proposal (Reference Only)	Rater's Score
<b>1a. Understanding of Service –</b> <b>10 points</b> – Exceeds expectations in understanding. <b>5 points</b> – Narrative meets expectations for understanding. <b>1 point</b> – Minimal information was provided. <b>REMARKS:</b>	10		
<b>1b. Understanding of Innovations –</b> <b>10 points</b> – Provided innovations that are usable and may save time and money. <b>5 points</b> – Some innovations were proposed, probably not usable. <b>1 point</b> – Minimal information was provided. <b>REMARKS:</b>	10		
<b>2a. Organization of Team –</b> <b>20 points</b> – Proposed organization exceeds expectations in use of personnel and expertise. Communication plan is excellent. <b>10 points</b> – Provides adequate personnel with appropriate responsibilities (right people doing right work). Communication plan is appropriate. <b>1 point</b> – Organization of team is not efficient (appears costly) and not effective (insufficient expertise or inappropriate expertise). Communication plan is poor. <b>REMARKS:</b>	20		

<p><b>2b. Schedule</b>  <b>5 points</b> – schedules exceeds expectations and assures services will be completed on time  <b>1 point</b> – schedule does not seem to meet needs and does not assure service will be completed on time  <b>REMARKS:</b></p>	5		
<p><b>2c. Communication Plan –</b>  <b>10 points</b> – Communication plan is excellent.  <b>5 points</b> – Communication plan seems adequate.  <b>1 point</b> – Communication plan is poor.  <b>REMARKS:</b></p>	10		
<p><b>3a. Qualifications of Team Leader –</b>  Determine based on presentation if proposal score should be revised. If changed, describe why _____  _____  _____  _____  _____  <b>REMARKS:</b></p>	20		
<p><b>3b. Qualifications of Remaining key prime vendor and sub vendor staff –</b> Determine based on presentation if proposal score should be revised. If changed, describe why _____  _____  _____  _____  _____  <b>REMARKS:</b></p>	30		
<p><b>4. Past Performance –</b> Determine based on presentation if proposal score should be revised. If changed, describe why _____  _____  _____  _____  _____  <b>REMARKS:</b></p>	20		



<p><b>5. Capacity –</b> Determine based on presentation if proposal score should be revised. If changed, describe why _____ _____ _____ _____ _____</p> <p><b>REMARKS:</b></p>	10		
<p><b>6. QA/QC Process –</b> <b>15 points</b> – QA/QC process relates directly to service type with demonstrated checklists and defines error recognition and action <b>8 points</b> – adequate general QA/QC program for firm but not specifically related to the service <b>1 point</b> – a statement is provided but nothing is given specifically to service <b>REMARKS:</b></p>	15		
<p><b>7. Location (if applicable) –</b> Determine based on presentation if proposal score should be revised. If changed, describe why _____ _____ _____ _____ _____</p> <p><b>10 points</b> – within 30 miles of service location <b>5 points</b> – within 120 miles of service location <b>1 point</b> – greater than 240 miles of service location <b>REMARKS:</b></p>	10		
<p><b>8. Safety Program (if applicable) –</b> Determine based on presentation if proposal score should be revised. If changed, describe why _____ _____ _____ _____ _____</p> <p><b>5 points</b> – clearly defined operational safety program including description of how safety program relates to service <b>1 point</b> – general safety program is stated by nothing is given specifically to service <b>REMARKS:</b></p>	5		

<b>9. Presentation – general evaluation of quality of presentation</b> <b>5 points</b> – presentation exceeded expectations <b>1 points</b> – presentation was poor <b>REMARKS:</b>	5		
<b>Maximum Total Points</b>	170		

Selection Team Names \_\_\_\_\_

Selection Team members signatures \_\_\_\_\_ Date \_\_\_\_\_

## Exhibit F

### Maximum Allowable Pages

(Bureau of Planning Request for proposals Have No Limits)

<b>Proposal Section/Cost</b>	<b>&lt; \$25,000</b>	<b>\$25,000/ \$100,000</b>	<b>\$100,000/ \$500,000</b>	<b>&gt; \$500,000</b>
1. Understanding of Services and Innovations	N/A	< 1 page	2 pages	10 pages
2.a. Organization Chart	N/A	1 page	1 page	2 pages
2.b. Structure of Team	N/A	< 1 page	2 pages	3 pages
3.a. Resumes	N/A	No Limit (2 pages/key personnel)	No Limit (2 pages/key personnel)	No Limit (2 pages/key personnel)
3.b. Service Resumes (over \$2.5 million)	N/A	N/A	N/A	(5 services with 1 page/service)
4. References/ Past Performance	N/A	Not Required (1 page)	Not Required (1 page)	Not Required (2 pages)
5. Capacity	N/A	Not Required	No Limit	No Limit
6. Quality Assurance/ Quality Control	N/A	Not Required	Not Required	1 page
7. Location (if applicable)	N/A	N/A	N/A	N/A
8. Safety (if applicable)	N/A	1 page	1 page	1 page
Technical Proposal	N/A	N/A	No Limit	No Limit
<b>Total Maximum Pages</b>	N/A	<b>2 to 5 pages (plus key personnel resumes)</b>	<b>5 to 7 pages (plus key personnel resumes)</b>	<b>15 to 19 pages (plus key personnel resumes)</b>